

Title III Parental Notification Requirements Checklist
PUBLIC LAW 107-110—JAN. 8, 2002
SEC. 3302. PARENTAL NOTIFICATION

Required Element	YES	NO
1. The school(s) must inform a parent or the parents of a limited English proficient child identified for participation in a language instruction educational program not later than 30 days after the beginning of the school year. For children arriving during the school year the school(s) must inform parents within 2 weeks of the child being placed in such a program.		
2. Identifies the reasons for the identification of their child as limited English proficient and the need of placement in a language instruction educational program.		
3. Informs the parents the child's level of English proficiency, how such level was assessed, and the status of the child's academic achievement.		
4. The method of instruction that will be used in the program in which their child is, or will be, participating, and the methods of instruction used in other available programs, including how such programs differ in content, instruction goals, and use of English and a native language in instruction.		
5. Explains how the program in which their child is, or will be participating will meet the educational strengths and needs of the child.		
6. Explains how such program will specifically help their child learn English, and meet age appropriate academic achievement standards for grade promotion and graduation.		
7. The specific exit requirements for such program, the expected rate of transition from such program into classrooms that are not tailored for limited English proficient children, and the expected rate of graduation from secondary school for such program.		
8. In the case of a child with a disability, how such program meets the objectives of the individualized education program of the child.		
9. Includes information pertaining to parental rights that includes written guidance: a. The right that parents have to have their child immediately removed from such program upon their request. b. The options that parents have to decline to enroll their child in such program or to choose another program or method of instruction, if available. c. Assisting parents in selecting among various programs and methods of instruction, if more than one program or method is offered by the eligible entity.		
13. The notification is provided in an understandable and uniform format and, to the extent practicable, in a language that the parent can understand.		
Required Element	YES	NO
SEPARATE NOTIFICATIONS:		
A. PARENTAL PARTICIPATION The LEA have implemented a plan to outreach parents of limited English proficient children and inform parents how they can: 1. be involved in the education of their children; 2. be active participants in assisting their children learn English; 3. their children achieve at high levels in core academic subjects, and to meet the same challenging State academic content, and student academic achievement standards as all children are expected to meet.		
4. AMAO: In addition to providing the information required in the parental notification, Title III LEAs that has failed to make progress on the annual measurable achievement objectives described in Title III section 3122 for any fiscal year, should separately inform a parent(s) of a child identified for participation in such program, of such failure not later than 30 days after the failure occurs.		